

Job Application

Obtaining References



Obtaining References

- Hiring manager might ask you to provide a list of references.
- A **reference** is a person who is willing to talk to potential employers about your job skills, abilities, background, and general character—hopefully in a positive light.
- Potential employers usually contact references by phone or email.



How To Choose A Reference



- When it comes to references, **choosing the right** person is often just as important as the reference itself.
- The **best** candidates are people who are familiar with your talents, skills, and performance in the workplace.
- You can also choose someone who isn't familiar with your work but who can speak to other important qualities you may have, such as honesty, dependability, creativity, or strength of character.

How To Choose A Reference

- Candidates to **avoid** generally include close friends and family members because they're less likely to be objective.
- Employers **expect** them to give you a positive review no matter what, so they have a more difficult time taking them seriously.



Candidates To Avoid

- Spouse or significant other
- Family members
- Close friends
- Anyone who might seem personally biased to a potential employer



Ideal Reference Candidates

- Current or former boss, manager, or supervisor
- Current or former coworkers
- Teachers or professors
- Fellow volunteer or program coordinator
- Other authority figures



*** Ideal references should also be well-spoken so they can talk about your best qualities in detail. When a potential employer asks, "What can you tell me about so-and-so?" this person wants to hear more than "She's very nice".

Networking And Keeping In Touch

- You should keep the need for references in mind throughout your career, not just when you're applying for a new job.
- If you take the time to build relationships and consistently use networking strategies, you'll have plenty of candidates to choose from.

